



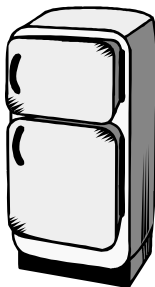
# Pantry Partner

C / O North Dakota Community Action Association

## You need it? Surplus Property Just Might Have It

Is your food pantry in desperate need of freezers or refrigerators? Or how about a vehicle, office furniture, or storage shelves? Your organization may be eligible to access these items and other surplus properties through the ND State Agency for Surplus Property.

The Federal Surplus Property Program is available to "donee members" only. A donee member is defined as any township, state, city, county, political subdivision, public school, and all qualified nonprofit organizations. Qualified organizations are referred to as "donees" because the goods they receive are donated to



*Freezers, refrigerators, vehicles, and office furniture are some of the items available from surplus property.*

them. The only cost to your organization is a small service and handling fee. The cost for property is generally 10% of its original cost.

A complete list of available property, including some with color pictures and descriptions, can be found on the Surplus

website. The website also has downloadable application forms. Most property can be viewed in person at #12 Igoe Industrial Park in Bismarck.

To find out if your organization is eligible to become a "donee", submit and application or call Greg Larson, Eligibility and Compliance Officer with Surplus Property, at 701-328-9665.

Applications and other information is available at:

[www.state.nd.us/csd/surplus](http://www.state.nd.us/csd/surplus)

Other available items include: office supplies, fax machines, computers, filing cabinets, cell phones, shopping carts, etc.

Vol. II, Issue 2

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### Inside this issue:

*Frequently Asked Questions* 2

*Resource Review:* 3

*In this issue:*  
Grants, resources,  
youth initiatives  
and more!



## Recognize Your Volunteers in April

The week of April 21-27 is designated as *National Volunteer Week*. This is a great opportunity recognize and reward the many volunteers helping to address hunger issues across the state. National Volunteer Week was established in 1974 by President Richard Nixon as a way to honor

the service of millions of volunteers in the nation. Some inexpensive ways to show your appreciation include:

- *Sending a thank you to your volunteer's family. Thank the family for supporting the honoree's spirit of volunteerism.*
- *Make a supply of computer-generated business cards for your*
- *volunteer. A great way to show them they are a value to your organization—plus they can help spread the word about your services.*
- *A framed photograph of the volunteer hard at work.*
- *Food is always good! Host a potluck in honor of the volunteers.*

### Newsletter Published by:

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## Frequently Asked Questions...

**Q: Our local grocery store recently had a freezer breakdown and wanted to donate the contents to our food pantry. I said "no" because of potential liabilities. Did I do the right thing?**

**A:** You may have missed out on a great opportunity. You could have accepted the food if it wasn't entirely thawed. If acted upon quickly and immediately placed in proper storage, the food is perfectly fine for redistribution.

As far as liability (someone getting sick from tainted / spoiled food), did you know that the grocery store and your food pantry are protected against civil and criminal liability under the

Bill Emerson Good Samaritan Food Donation Act? This act protects food donors, including individual and private citizens, wholesalers, and nonprofit organizations who act in good faith.

**Q: Can we accept un-served prepared food from a restaurant?**

**A:** Yes—if the food was stored frozen at the restaurant and remains frozen at your facility until distributed. Some examples may include: *soups, pastries, entrees, and combination dishes.*

Items to avoid include: *mayonnaise-based salads and sandwiches, desserts that include pudding or custard filled pastries, foods from unprotected, non-temperature*

*controlled buffets, and foods that have been leftover for a second time.*

**Q: How long should we keep baby formula on the shelves?**

**A:** Federal regulations require a use-by date on the product label of all infant formulas and food. If stored for too long, formula can separate and clog the nipples on bottles and baby food loses nutrients. The use-by date is selected by the manufacturer of the product on the basis of product analysis. Carefully examine the use-by date and discard any formulas or baby food that is out-dated.



"Personal Shoppers" give families and individuals a sense of dignity."

## Unique Food Pantry Takes Down Barriers Reprinted with permission from *The Oregonian*

Marion Jensen piles food into a box for her client as she picks packages off the shelves at Crossroads Food Pantry in rural Oregon. The client speaks little English although her young daughter is a good translator. Instead of boxing the food in advance, the food pantry allows people to choose their food.

A pantry worker, or a "personal shopper",

accompanies the client and provides information on recipes and healthy foods. The Oregon Food Bank prefers the food pantries to utilize this "personal shopper" approach because then families take only food they know they will eat.

"Often people are embarrassed when they have to access a food pantry," Jensen stated. "But when we give people

choices and provide recipes and creative cooking ideas, it is as though we return their dignity." The Pantry also has a reception area stocked with coffee, doughnuts, and cookies. "By providing this type of atmosphere, clients feel more welcome and are not just another "number" walking through the door. Everyone deserves to be treated with respect." stated Jensen.

## New Food Guide for Child Nutrition Programs

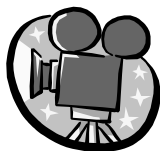


Agencies that participate in any of the USDA Child Nutrition Programs, including the Child and Adult Food Care Program or the Summer Food Service Program, will find the newly updated *Food Buying Guide for Child Nutrition Programs* to be an essential resource. The guide, last revised in 1984, now contains info on over 500 new food items with guidance and info on how to plan USDA approved menus and meals. The guide also contains excellent resources such as USDA contact persons, nutrition references, and other related info.

You can download the guide at:

<http://schoolmeals.nal.usda.gov/FBG/buyingguide.html>

## Swap Recipes with Stars



You and your clients can cook like a celebrity! A new celebrity cookbook brought to you by The End Hunger Network is now available. The cookbook, entitled *Cooking Up and End to Childhood Hunger in America*, contains 62 recipes from celebrities and personal comments about Hunger in the United States. The purpose of the cookbook is to inform the American public about the hidden epidemic of hunger in our country. Some of the celebrity contributors include: *Erin Brockovich, Ted Danson, Jay Leno, Tim McGraw, John Travolta, and Dolly Parton to name a few*. For more information or to order the cookbook visit:

[www.mymeals.com](http://www.mymeals.com)



## April is Child Abuse Prevention Month

The month of April is *National Child Abuse Prevention Month*. Prevent Child Abuse in North Dakota (PCAND) is a nonprofit organization dedicated to raising awareness and providing education about child abuse prevention. PCAND will provide your organization with awareness packets and materials for no charge. You can help raise awareness by inserting education materials in food baskets, displaying materials in a central location, or distributing them in a variety of other creative methods. To order a packet call 223-9052 in Bismarck or 1-800-403-9932 toll-free in ND.



### Beyond the Bell: Toolkit for Creating Effective After-School Programs

Is there a need for effective after school programs in your community? This new resource, "Beyond the Bell", provides strategies for developing and implementing successful summer and extended day activities that suit the communities they serve. Effective programs create essential educational, recreational, and nutritional opportunities for children and young adults. The kit offers guidance in areas of programming, management, evaluation, collaboration, and communication to assist in the development of programs. To order a copy call 1-800-356-2735.



### 2002 National Anti-Hunger Policy Conference

Register now for the Anti-Hunger Conference, April 7-9 in Washington DC. Network with leaders working across the nation in food banks, food rescue, emergency food, child care, nutrition and other related fields. For more information contact: Food Research & Action Center at 202-986-2200.

## RESOURCES

- The Minnesota Council on Foundations provides weekly email newsletters, local funding news, and other info. Check out the website at [www.mcf.org](http://www.mcf.org)
- There is still time to become a Summer Food Service Program sponsor in your community. USDA continues to seek eligible non-profits and community groups to help feed the 12 million children whose nutrition needs may be going unmet during the summer months. For more info contact ND Dept of Public Instruction at 1-888-338-3663.
- The Coca-Cola Foundation offers grants to various non-profits. No deadlines for applications. For more info contact: Coca-Cola Foundation, PO Drawer 1734, Atlanta GA 30301. Phone: 401-676-2568.
- By paying a membership fee to the The Nat'l Assoc for the Exchange of Resources, your non-profit is eligible to receive a variety of new and donated supplies. To receive an information packet contact 1-800-562-0955.
- A great website for various hunger related issues is: [www.secondharvest.org](http://www.secondharvest.org)

## Safety First: Prevention is the Key



*Tour your facility at least monthly to look for potential hazards.*

The lack of a safety plan may pose potential hazards to not only clients but, volunteers and other staff. Prevention and education is the key to avoiding potential dangers. Consider the following risk management precautions:

- **Train all staff members—paid and volunteer—to be alert to the possibility of hazards.** Have a written plan in place for fire escape routes, dealing with dangerous client situations, proper lifting

techniques, etc.

- **Establish a monthly “inspection” of your facility.** Tour your premises to look for obvious hazards. Loose carpeting or tiles, slick surfaces, broken steps, debris, blocked walkways / exits, and other dangers are hazards that can be addressed simply and for less money and effort than responding to a single accident.

- **Keep a maintenance log.** The log will ensure that reports of potentially hazardous conditions are recorded then followed up.

Empowering your paid staff and volunteers to feel responsible and accountable for the safety of clients and themselves is an important first step in reducing the likelihood of accidents.



### Information Request

For any additional information or to submit a news bit for the next newsletter, please complete this form and return it the address listed below.

Please send me additional information on:

- |  |  |
|--|--|
| <input type="checkbox"/> Community Action      | <input type="checkbox"/> Food Gleaning               |
| <input type="checkbox"/> Food Dialog Workshop  | <input type="checkbox"/> Grant Opportunities         |
| <input type="checkbox"/> Other: please specify | <input type="checkbox"/> Food Needs Assessment Study |

- ☐ I would like to contribute a story, or news bit for the next newsletter. Please contact me.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

Comments:

**C/O North Dakota Community  
Action Association  
2105 Lee Avenue  
Bismarck ND 58504**

### Fundraising Facts

Raffles, lotteries, and similar games of chance are popular fundraisers, but donors can't deduct the cost of tickets. The IRS does not consider them “gifts”, since donors merely purchase a chance to receive something of value.



A recent IRS ruling illustrates how you can implement a plan to receive deductible donations. A University mailed free “sweepstakes” tickets to potential donors. Literature with the tickets encouraged recipients to contribute, but clearly stated that they could enter the sweepstakes without making a donation and their chance of winning wouldn't be affected. To participate, recipients sent their tickets back to the university, where they were gathered in a secure box and held until the drawing. The IRS determined that this plan was different from the kinds of raffles that have traditionally been non-deductible, because in this case recipients didn't purchase tickets. No payment of any kind was required. Any donation made was purely voluntary and was, therefore, deductible as a charitable contribution. For more information on this ruling contact Gammon & Grange Law Office, McLean VA, at 703-761-5000. Refer to IRS letter ruling #200012061.

(SOURCE: Nonprofit World Sept/Oct 2001)



## Food Stamp Access & The Homeless

"*Being Homeless Does Not Mean That You Have to Go Hungry!*" is the title of a flyer developed by USDA. The flyer reinforces the fact that individuals and families who meet food stamp eligibility requirements, but are homeless or do not have a fixed address, can obtain food stamps. The stamps can be picked up or sent to a local shelter, church, or friend's house. Written in question and answer format, the flyer also offers additional information on eligibility requirements, the food stamp application process, alternative methods of identification for application, and ideas for food choices that do not require preparation facilities. There is a space on the flyer to add your organization's contact information. The flyer is a great education piece to distribute to clients and workers in your organization. To obtain copies of the flyer contact USDA Community Food and Security at 530-792-5531.

## Earned Income Credit Packets Available

### Earned Income Credit Packet Available



The crunch of tax season is upon us. Remind your clients that they may be eligible to receive a refund of federal income tax through the *Earned Income Credit Program (EIC)*. The EIC is a tax benefit designed to supplement wages and reduce tax burdens for people who earn low-to-moderate incomes. The Center on Budget and Policy provides a comprehensive info kit on the details of EIC including eligibility requirements, how to claim refunds and new state EIC benefits. The EIC kit is available for \$3 and includes extensive info for launching a campaign to promote EIC to clients and workers in your community in future years. You can order copies of the kit by calling the Center on Budget Policy and Priorities at 202-408-1080.



## Foundation Spotlight: Feinstein

For the fifth straight year, the Alan Shawn Feinstein Foundation in Rhode Island is dividing \$1 million among nonprofit agencies throughout the country helping to fight hunger using his offer to help them raise funds during the months of March and April, 2002. If the total donations raised from this offer exceeds \$1 million, as expected, the Feinstein \$1 million will be divided proportionately among all the participants. Any agency wishing to share in the \$1 million should simply relay the Feinstein offer to their donors, telling them that the more donation they make in response to the offer, the more of Feinstein's \$1 million will be added to their donation. For more information check out:

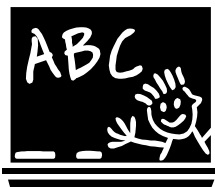
[www.feinsteinfoundation.com](http://www.feinsteinfoundation.com)

A great resource for clients and providers is:

***Suddenly Single Mom:  
A Practical Guide to Survival***  
By TJ Terry

Available at your local bookstore or library.


## Involving Youth in Your Community



*Involve your local schools in the fight against hunger.*

Looking for a way to get youth involved and educated on the hunger needs of your community? *Kids Can Make A Difference*, a program of World Hunger Year, works to inspire kids to end hunger and poverty in their community, country and the world. An innovative teacher's guide is available. The guide includes 25 lesson plans that provide background information on the issues as well as ideas for creative activities to help students answer questions about hunger and poverty. These activities are intended to empower students to take constructive action to make a difference. Each copy costs \$23 plus \$5 shipping and handling. Team up with the schools in your community to implement these great "lessons in life." The program might inspire kids to coordinate a food or fund drive for your food pantry. For more information or to order the guide online, visit [www.kidscanmakeadifference.org](http://www.kidscanmakeadifference.org) or send a check to WHY at:

KIDS  
PO Box 54  
Kittery Point, ME 03905  
Phone orders at 207-439-9588.



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C/O North Dakota Community Action Association  
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WE'RE ON THE WEB!  
[WWW.NDCAA.ORG](http://WWW.NDCAA.ORG)

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